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## Request for Qualifications (RFQ)

*This call is not limited to Florida Artist*

Commission for Indoor Interpretive Artwork(s)  
Palmetto Bay Municipal Building – Palmetto Bay, Florida  
(see attached plans)

**BUDGET: \$35,000 - \$40,000**

**Date Issued: March 22, 2010**

**Submittal Deadline: April 23, 2010**

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### 1. Eligibility

This commission is open to all qualified Visual artists. Artist teams are welcome to apply. All Visual artists must have at least five (5) years of demonstrated professional art experience. All submissions must be of original completed artwork.

### 2. Budget

Each commission budget includes all costs, such as but not limited to, travel, materials, fabrication, transportation, insurance coverage, and installation, as well as engineering. Artists are encouraged to visit the site before submitting their application

The Art in Public Places Program is seeking artist or artist teams to design and implement commission:

- Create Indoor Interpretive artwork(s) (inclusive budget \$35,000 - \$40,000)

### 3. Project Description

***Create indoor interpretive artwork(s)*** not limited to the history of Palmetto Bay and South Dade. There is a floor to ceiling wall in the lobby of the building, measuring approximately 15 feet tall and 8.5 feet wide and a cupola measuring approximately 13.5' x 13.5' that were designed specifically for the placement of the artworks. The ARTWORK(S) should complement the interior Art Deco style and/or express a style reminiscent, but not limited to the art projects during the Works Progress Administration (WPA) era. Priority will be given to design proposals that incorporate the historical aspect of Palmetto Bay. Artwork will be fabricated offsite and will be installed onto the walls rather than painted directly onto the wall. (see Plans & Elevations)

### 4. Design Parameters

The artwork should enliven the lobby with high quality design. The development and design for the artwork for the Village Hall will be guided by the following parameters:

Consider the elements of the site as a source of design ideas:

- The lobby as passage way, gathering place, and visual gateway
- The Village's and South Dade's history, diversity and cultural profile
- Compliment the building architecture and its aesthetic values
- Meet State's safety, and ADA standards (as applicable)
- Work must be durable, sturdy and stable, suitable for the climatic conditions, resistant to UV damage, and safe for the public and must incorporate low V.O.C. paint and eco friendly material
- Eco Art encourage
- Historical significance

## 5. Scope of Work

The Scope of Work for the Village Hall public art project includes, but is not limited to:

- Attend design and commission meetings, conduct research and consult with specialists in order to develop original proposal, complete construction documents and receive approval for artwork.
- Develop project proposal: include renderings, maquette, and visual representations to thoroughly illustrate proposal. Proposal must clearly indicate the artistic intent, location, design, color, materials, fabrication process, timeline, and budget.
- Prepare and follow budget for the implementation of the project.
- Fabricate, deliver and install the artwork or order the installation of the work to the Village of Palmetto Bay licensed contractor(s).

## 6. How to Apply

Artist interested in responding to this RFQ must provide (6) six copies of the following information; one (1) copy of which must be single-sided and placed in a white 1-inch wide 3-ring binder (a binder with a see-through cover, where a cover page can be placed), are requested as part of the submittal requirements in the following order:

- **Letter of interest:** Brief statement summarizing your methods of working and interest in this project, including the following information:
  - Name, address, telephone, email, and website (if applicable)
  - Project interest
  - Proposed approach
- **Current Résumé:** at least five (5) years of professional art experience (exhibitions, sales, commissions etc.). If submitting as a team, a current resume should be submitted for each team member.
- **Reference:** Provide at least three (3) professional references of individuals and/or firms with whom the artist has worked on similar projects. These references should be qualified to speak to the artist achievements and performance. Provide a contact name, address, telephone, and email for each reference. (Preferably, other public agencies.)
- **Portfolio:** Up to 20 images of past work, formatted as described:
  - Digital Images must be JPEG files formatted for Windows 2000 and must be no more than 300dpi. Each image must be unlocked and downloadable for viewing.
  - Each image must be titled with the artist's/team's name and number that corresponds to the annotated image list.
  - Submittals shall include a hard copy of a color contact sheet of images with the artist's name.
  - Images of work similar to this are recommended. Note only one (1) copy of the CD is required.
  - Image list: Include image number, title, medium, dimensions, date, location, client, size, budget, completion date, and brief written description of each image (25 words or less).
- **SASE:** A Self-addressed, stamped envelope with sufficient postage to return your submitted materials. Submitted materials will NOT be returned otherwise.
- **Optional:** The artist may include up to three selections of support materials such as reviews, news articles, and other related information.

Failure to comply with submission requirements will result in the disqualification of the application. The Art in Public Places Program cannot be responsible for lost, missing or damaged materials. Do not include any materials other than those listed above.

#### 7. Submission Deadline

**Artists interested in being considered should submit materials to be received in our office no later than 5:00 p.m. EST (not postmarked) by Friday, April 23, 2010**

**Mail Applications to:**

Village of Palmetto Bay

Art in Public Places Program

**Attn: RFQ Interpretive Artworks – Village Hall**

8950 SW 152<sup>nd</sup> Street

Palmetto Bay, FL 33157

**Send Inquires to:**

Efren Nunez

Program Administrator

enunez@palmettobay-fl.gov

(305) 259-1265 direct

#### 8. Selection Process and Criteria

This commission is open to qualified professional artists 18 and over, regardless of race, color, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

The Art Selection Committee includes members of the Art in Public Places Advisory Board. In an advisory capacity to the Selection Committee a representative from the departments of Planning and Zoning, Building and Capital Projects along with a representative from the architectural firm for the new Village Hall, who will review all eligible artist submissions and select artists to be interviewed for the commission.

A limited number of artists will be asked to develop a proposal based upon:

- Artistic excellence and originality as evidenced by representations of past work images and other supporting materials
- Appropriateness of artist's medium, style, and previous experience as they relate to the project goals and settings
- Experience with projects of a similar scale and scope
- Availability to participate in the design and implementation of the project as required

The Advisory Board may also take into consideration when selecting artists whether or not an artist is already represented in the Village's collection and the relationship of an artist's work to the work of other artists selected or being considered for the project.

**NOTE:** The Art in Public Places Program, Village of Palmetto Bay and the Art in Public Places Advisory Board reserve the right to reject any or all applications or proposals, to reject any finalist, to waive informalities in applications or proposals, or to terminate the selection process for any project without prior notice.

#### 9. Finalists

- Semi-finalists are required to visit the site and be interviewed by the Art in Public Places Advisory Board
- Semi-finalists will be given three (3) weeks to develop their "formal" design proposal. The design fee awarded to finalists for a "formal" proposal at this stage is five hundred dollars (\$500.00).

- Finalist(s) selected will be awarded an additional design fee of two hundred fifty dollars (\$250.00).
- The Art Selection Committee will review the finalist's presentations and make a recommendation to the Mayor and Village Council for final approval.

#### 10. Estimated Project Schedule (schedule is subject to change)

Applications Due Friday, April 23, 2010

Selection Panel Review of Qualifications Week of April 26, 2010

Proposal Deadline Monday, May 17, 2010

Selection Panel Review of Proposals Week of May 20, 2010

Village Council Approval June 7, 2010

Art Installation September 24, 2010 – October 4, 2010

The Art in Public Places Program reserves the right to change the project timeline.

#### **Village Hall**

The new Village Hall will serve as the municipal seat of government for the Village of Palmetto Bay which incorporated in 2002 as the 33<sup>rd</sup> municipality in Miami-Dade County. The new complex will include the administrative offices of the Village Manager, Mayor and Council and the Departments of Planning and Zoning, Finance, Building and Capital Projects, Police, Parks and Recreation, Clerks Office and the Council Chambers.

#### **Background**

The Village of Palmetto Bay is a suburban community located 30 minutes south of downtown Miami adjacent to Biscayne Bay and Biscayne National Park. The Village is approximately nine (9) square mile with an estimated population of 26,000 residents.

**Architecture:** The exterior architecture of the new Village Hall is based on the Spanish Colonial, Mediterranean style. The interior of the grand foyer/lobby is designed in an Art Deco design.

#### ***Brief History:***

- The Village of Palmetto Bay was part of the original Perrine Land Grant which was awarded to Dr. Henry Perrine by the United States Congress in 1838. Dr. Perrine served as United States Consul General in Campeche, Mexico's Yucatan Peninsula where he developed a strong interest in sub-tropical agricultural produce and plants. There Dr. Perrine began studying subtropical produce found in the region and began transplanting plants and seeds to South Florida with the hopes of starting a subtropical agricultural colony.
- The Perrine Grant included the area known as the "Hunting Grounds" a high hammock ridge abutting Biscayne Bay which was habited by the Tequesta Indians, one of Florida's six native population groups. The area was highly coveted for its exceptional elevation, fauna and flora and alluring game. Since then the area has attracted hunters, settlers, farmers, and developers from the time its first inhabitants made camp more than 10,000 years ago. The Tequesta's received their name from Juan Ponce de Leon in 1513 on his maiden voyage to Florida. By the end of the 1700's the Tequesta's had vanished from South Florida.
- In 1985, the County archaeologist discovered the skeletal remains of five persons, three adults and two children, who lived in the area over 10,000 and 11,000 years ago. The archaeologist also found the charred remains of hundreds of deer, rabbits, and giant armadillos and pre-historic fossils. Because of the age and quantity of the human and animal remains the Old Cutler Fossil Site represents one of the most important archaeological excavations in the eastern United States.

The Village of Palmetto Bay's Art in Public Places Program was established by ordinance in the 2006. The ordinance specifies that on projects with a construction valuation of \$250,000.00 or more, one and a quarter percent (1.25%) must be allocated for the acquisition of works of art by artists and or craftsmen for the building or its grounds.

#### 11. For more information

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For more information, see:

- Village of Palmetto Bay  
<http://www.palmettobay-fl.gov>
- Village of Palmetto Bay Art in Public Places  
<http://www.palmettobay-fl.gov/ArtinPublicPlaces.html>
- Village of Palmetto Bay Historic Past and Historic Preservation  
<http://www.palmettobay-fl.gov/historicpreservation.html#themany>
- The Historical Museum of Southern Florida  
<http://www.hmsf.org/>
- The Deering Estate at Cutler  
<http://www.deeringestate.com/>
- Biscayne National Park  
<http://www.nps.gov/bisc/index.htm>
- Biscayne Bay  
[http://en.wikipedia.org/wiki/Biscayne\\_Bay](http://en.wikipedia.org/wiki/Biscayne_Bay)

#### 12. Right of Rejection

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The Village intends to award a contract to the artist/artist team that demonstrates the highest level of expertise and capabilities to provide the requested services. The Village reserves the right to reject any and all proposals or to re-issue the Call to Artists/RFQ when such action shall be considered in the best interest of the Village.

By submitting a response to this Call to Artists/RFQ, prospective Contractor/Artists waive the right to protest or seek legal remedies whatsoever regarding any aspect of this Call to Artists/RFQ. In addition, the Village reserves the right to issue written notice to all participants of any changes in the proposal submission schedule or submission requirements, should the Village determine in sole and absolute discretion that such changes are necessary. The Village also reserves the right to approve all individuals and firms, if any, to be retained by artist/artist team.

#### 13. Post Bid Information

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- (a) Protest Procedures: With respect to a protest of the terms, conditions, and specifications contained in a solicitation (RFP, RFQ, ISQ or Bid), including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing in compliance with the provisions of and time periods contemplated in the Village's protest procedures under Chapter 2, of the Village's Code of Ordinances.

The notice of decision to award an RFP, RFQ or bid will be posted on the Village of Palmetto Bay's website as part of the agenda for the Village Council meeting or any duly established special Village Council meeting. The official posting of this notice will

be at the beginning of the Council meeting where said decision will be voted upon by the Village Council. Any person who is adversely affected by the Village's decision shall file with the Village a notice of intent to protest in compliance with Chapter 2 of the Village's Code of Ordinances.

Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of any claim or protest. The formal written protest shall state with particularity the facts and law upon which the protest is based.

- (b) Cancellation: failure on the part of the artist to comply with the conditions, specifications, requirements, and terms as determined by the Village, shall be just cause for cancellation of the Award.
- (c) Disputes: if any dispute concerning a question of fact arises under the Contract, other than termination for default or convenience, the Contractor and the Village department responsible for the administration of the Contract shall make a good faith effort to resolve the dispute. If the dispute cannot be resolved by agreement, then the department with the advice of the Village Attorney shall resolve the dispute and send a written copy of its decision to the Contractor, which shall be binding on both parties

#### 14. Payment to Artist

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1. This work is to be performed for a "Not-to-Exceed Fee."
2. Short listed artists shall provide a "Project Fee Schedule" indicating the fee for individual tasks (milestones) with a "Not-to-Exceed Fee," which shall be the sum of all tasks by part, phase, and milestone.

The Village will pay the artist/artist team for work completed based on milestones completed and accepted by the Village. The Village shall make sole and final determination if a milestone, as described above, is complete and acceptable for payment.

3. Invoices for each milestone will specifically identify job title, person-hours, and costs incurred and previously completed by each task.
4. The artist/artist team shall not perform any work beyond the scope of service in the "Agreement for Professional Contractor/Artist Services," unless an "Amendment to the Agreement" is executed in writing between the Village and artist or artist team.
5. The artist/artist team shall receive no compensation for any re-work necessary as result of the artist's errors or oversight.
6. Governmental Restrictions: In the event any governmental restrictions may be imposed, which would necessitate alteration of the material quality, workmanship, or performance of the items offered on this Bid prior to their delivery, it shall be the responsibility of the successful Bidder/artist to notify the Village at once, indicating in their letter the specific regulation that required the alteration. The Village reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel at no further expense to the Village.
7. Copyrights and/or Patent Rights: Artist warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling of goods shipped or

ordered, as a result of this Bid. The seller agrees to indemnify the Village from any and all liability, loss, or expense occasioned by any such violation.

8. Safety Standards: The artist warrants that the product(s) supplied to the Village conforms in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) and its amendments. Bids must be accompanied by a materials data safety sheet (M.S.D.S.) when applicable.
9. Taxes: Artist shall include all applicable taxes in response to the RFQ.
10. Mistake: If there is a discrepancy in the lump sum and parts that make up the lump sum, the part(s) will prevail and the extensions adjusted to coincide. Artists are responsible for checking their calculations. Failure to do so will be at the artist's risk, and errors will not release the artist from their responsibility as noted herein.

#### 15. Contract

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The lead artist will be required to enter into an agreement with the Village of Palmetto Bay prior to commencing work. No selection will be final until an agreement has been properly executed and signed by the artist and the Village. The terms of the agreement will include, among other items, insurance requirements established by the Village and Worker's Compensation coverage and General Liability.

If the Village's relationship with the artist/artist team ends during any phase of the design/fabrication process, the Village will retain possession of and exclusive rights to any drawings and/or documents produced during any one of the phases.

Proposers shall comply with all federal requirements, and all state, and local laws and ordinances applicable to the work.

#### 16. Questions

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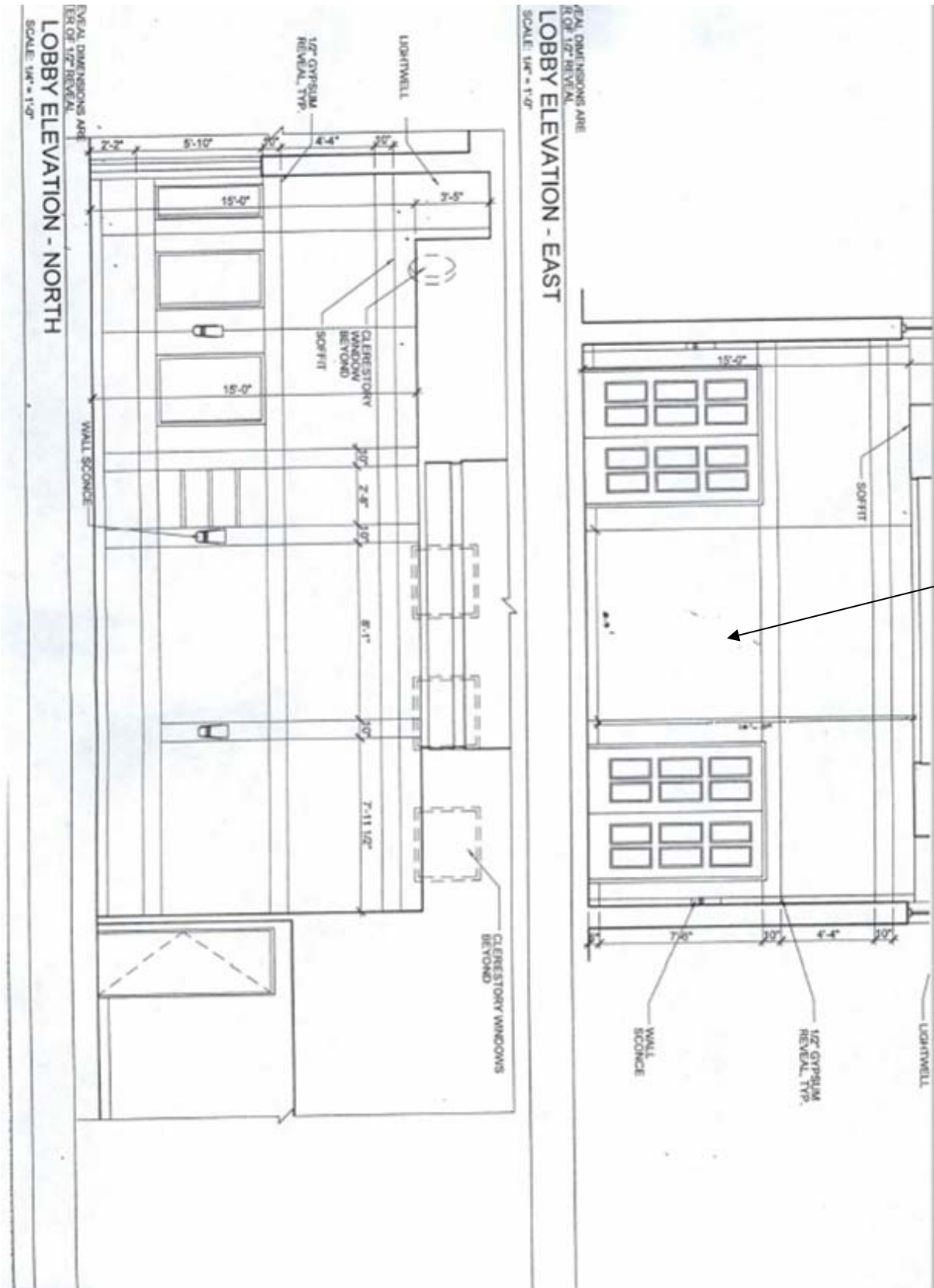
Questions regarding this Call to Artists/RFQ must be submitted no later than 5:00 p.m. **EST on April 19th, 2010** by e-mail to:

enunez@palmettobay-fl.gov

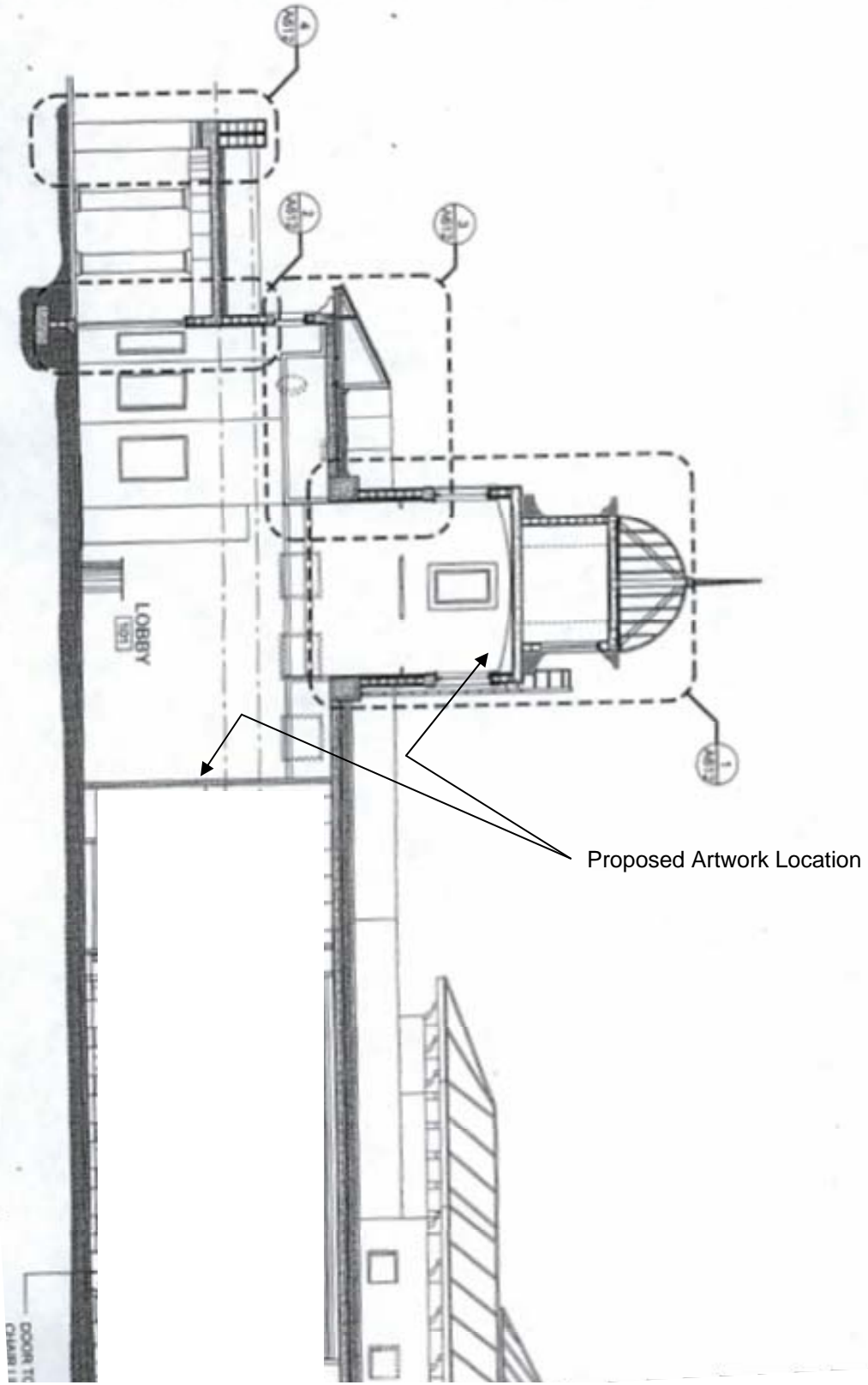
All responses to questions will be shared with the other artists registered as interested in the project.

<p>Mail to:</p> <p>Attn: Efren Nunez RFQ Interpretive ArtWorks – Village Hall Village of Palmetto Bay 8950 SW 152<sup>nd</sup> Street Palmetto Bay, FL 33157</p>
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ELEVATION / VILLAGE HALL FOYER

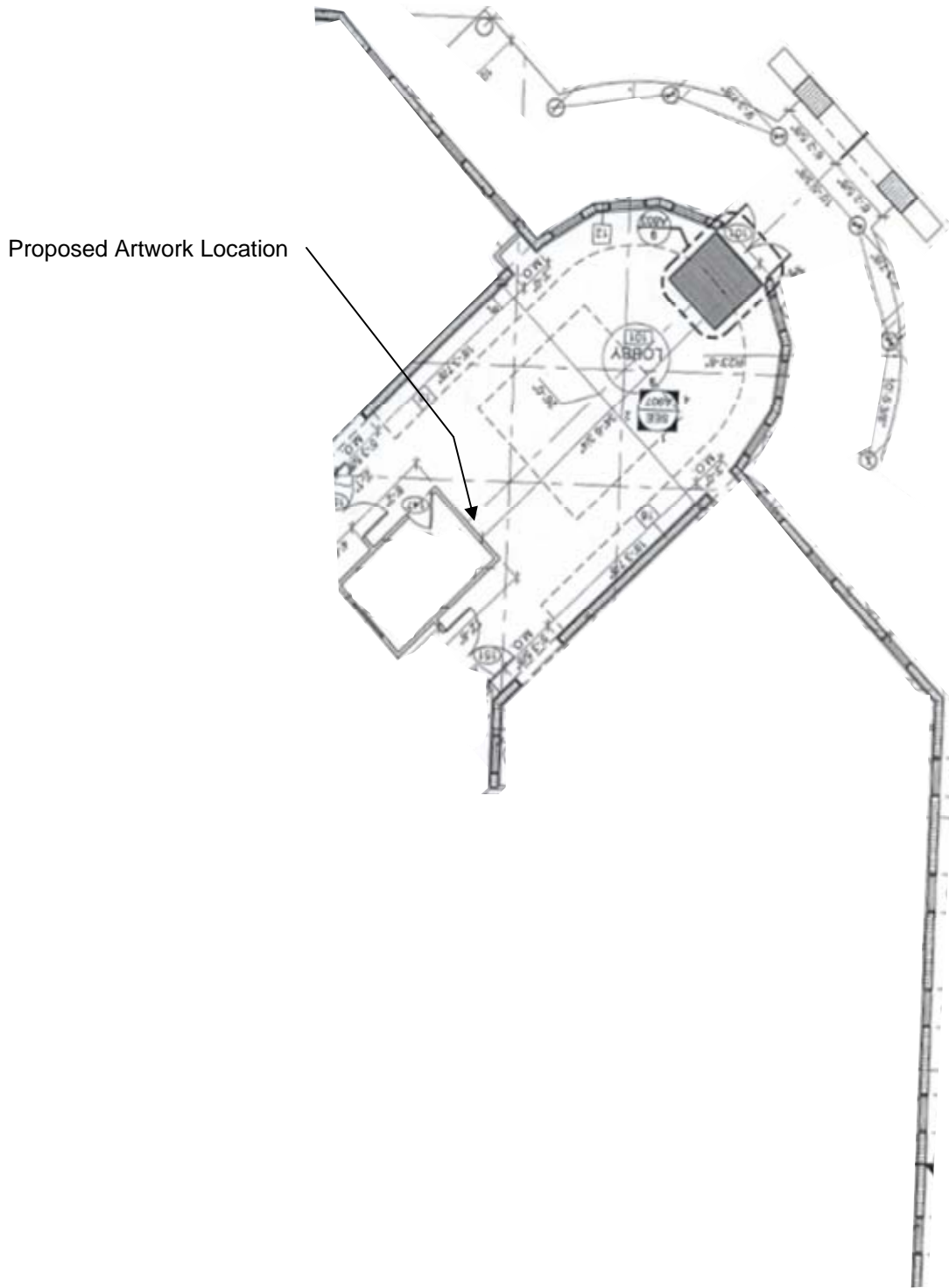


**ELEVATION / VILLAGE HALL FOYER**





**BASIC FLOOR PLAN / VILLAGE HALL FOYER**



Village Hall Renderings



North East Elevation

